

**CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY**

**Monthly Meeting  
July 3, 2002 - 3:00 p.m.**

**Children & Families Commission Offices  
University of California Building  
550 E. Shaw  
Fresno, CA**

**CONSENT AGENDA ITEM NO. 2a**

**Recommendations:**

Approve Commission Minutes – June 5, 2002 Meeting

**MINUTES OF THE JUNE 5, 2002 MEETING**

**Present:** Chair Bob Waterston, Secretary/Treasurer Gary Carozza, Commissioners Marion Karian, Luisa Medina, LeeAnn Parry, Oscar Sablan; Executive Director Steve Gordon, Commission Staff Brian Mimura, Kendra Rogers; Commission Counsel Holley Perez

**Absent:** Commissioners Kathleen McIntyre (excused) and Gary Zomalt (excused)

Vice Chair Luisa Medina called the meeting to order at 2:55 p.m.; a quorum was established. She recessed the meeting to closed session. The regular meeting was reconvened at 3:25 p.m., with Chairman Bob Waterston presiding.

4. **Report of Closed Session** - Chair Waterston reported that no action was taken.
5. **Recess to Public Hearing on California Children & Families Commission Annual Report**
6. **Public Hearing – Annual Report – California Children & Families Commission**  
No Comment.
7. Reconvene Regular Meeting
8. Approve forwarding of California Children & Families Commission Annual Report to Fresno County Board of Supervisors for presentation at a public meeting.

***Commissioner Medina (Carozza second) moved to approve forwarding the Annual Report of the California Children & Families Commission to the Board of Supervisors for presentation at a public meeting. Motion approved unanimously.***

**ACTION ITEMS**

9. **Consent Agenda**
  - a. Approve Commission Minutes – May 1, 2002
  - b. Receive Financial Report for April, 2002
  - c. Approve Service Provider Name Change from “Kel-Sun Child Development Center, Inc.” to “Blossom Trails Preschool and Childcare Services” for Leveraging Contract
  - d. Approve Revisions to Investment Policy

**Public Comment:** None

***Commissioner Medina (Carozza second) moved to approve the consent agenda as presented. Motion approved unanimously.***

**10. Discuss and Approve Commission Strategic Plan Priorities for FY 02-03\* (Gordon/Mimura/Rogers)**

Director Gordon reviewed the process utilized to arrive at the staff recommendation as presented: the Commission Work Group comprised of staff and Commissioners Karian, Parry and Zomalt and the review of and prioritization of issues by the Advisory Committee. What is presented by staff is the culmination of the process and criteria established by the work group and the implementation of that process by the Advisory Committee to arrive at a somewhat manageable list of priorities. He reminded the Commission that these priorities are very broad-based and that staff, in conjunction with community and other work groups, will further refine the priorities to get down to more finite terms of how to do specific approaches and determine the needed outcomes for these priorities. He asked for Commission approval of the staff recommendation.

**Discussion:** Commissioner Carozza asked how the outcomes would interface with the evaluation program. Director Gordon responded that the outcomes determined will drive the evaluation, not vice versa, and that everything will fit into the present evaluation

Commissioner Medina requested that “culturally and linguistically appropriate services” be specifically enumerated in the overarching priority issues. She also had strong concerns about the narrow focus of the “Children Removed from the Home” priority, and requested that there be a stronger emphasis on prevention and family support issues than after the child is removed from the home and enters the “system”. On the “Mental Health” priority, she requested that a more descriptive term than “enhance” be utilized to describe these issues, and suggested that the Commission strive to get to the improvement, accessibility, and availability of these types of services. Under “Systems Integration”, she requested clarification on “increase the knowledge of needs and gaps in services”; Special Projects Coordinator Brian Mimura responded that this was intended for the Commission to better understand the needs and gaps in services that are out there so that the Commission can help fund programs that do not add to the fragmentation of services but really help to fill gaps. Medina also suggested that quality needed to be a high priority, that not all programs were good enough to be institutionalized and that there may not be a need for additional programs or services, but only identification of, access to and/or coordination of programs that already exist. Under “Revenue Maximization”, she asked for “strategizing” to be better defined. Under “Parents as Providers”, she requested that a bullet be added about “awareness of available services”. And under “Advocacy”, she suggested that there be something to address increasing parents’ own advocacy skills.

Advisory Committee Chair Dwight Miller reviewed the process the Advisory Committee utilized to prioritize the goals and member Dr. Marquis Nuby stated that the Committee felt that the area of “children removed from the home” was a severe enough problem that it deserved special, focused attention, and that the prevention and support aspects for the family were addressed under the area of “Support of the Family Unit”.

Commissioner Karian suggested that the word “critical” be replaced with “central” under “Parents as Providers”.

Program Operations Coordinator Kendra Rogers and Mimura assured the Commission that there would be ample opportunity for community and Commission input on specific outcomes and input for RFPs and Commission-based partnerships prior to any actual funding recommendations.

**Commissioner Parry moved (Carozza second) to approve the priorities, incorporating the following suggestions:**

- **preventive and family support services into the “Children Removed from The Home” priority issue;**
- **further defining “strategizing” under “Revenue Maximization”;**
- **expanding “Advocacy” issue priority to include parent skills training in advocacy; and**
- **substituting “central” for “critical” in “Parents as Providers”,**

**and with the additional provision that these priorities, and the objectives included with each one, will continue to be fine tuned and honed. Motion approved unanimously.**

Chair Pro-Tem Medina thanked the Advisory Committee and staff for all the work they did on this item.

**11. Discuss and Approve Funding Guidelines and Criteria for Commission-Developed Initiatives\* (Gordon/Mimura/Rogers)**

Mimura reviewed the two funding mechanisms for the “Request for Proposals” (RFP) and Commission-based Partnerships, originally presented at the March meeting, which will be based on the newly approved Commission priorities. He called the Commission’s attention to the addition of a piece on “Systems Integration” made to what was presented in March and asked for Commission approval of the staff recommendation.

**Discussion:** Mimura stated that once these funding mechanisms are approved, staff plans to publicize all three funding mechanisms through informational meeting starting in July. Prior to those meetings, staff will develop format for both the letter of inquiry and the proposals for the General Grants Program. One or more Priority Area RFPs will be developed and released by the end of summer. Beginning the next fiscal year, staff will begin exploring potential partnership discussions through the Commission-based Partnership funding mechanism. Commissioner Carozza requested that this information be put into writing and distributed as soon as possible.

**Public Comment:** None

**Commissioner Carozza moved (Lascano second) approval of the funding guidelines and criteria for the Priority Area Request for Proposals and the Commission-based Partnerships funding mechanisms as presented. Motion approved unanimously.**

**12. Discuss and Approve Revisions to FY02-03 Strategic Plan to forward to Fresno County Board of Supervisors for review and comment**

Program Operations Coordinator Kendra Rogers reviewed the process of annual review required by the Prop. 10 legislation and our Fresno County Ordinance. She reminded Commissioners that they are not being asked to adopt the Strategic Plan (the Plan) at this time but only approved to go forward to the Fresno County board of Supervisors for their review and comment. A public hearing on the Plan will be held at next month’s Commission meeting, and following that, the Commission will be asked to adopt the Plan. Rogers stated that in addition to the changes outlined, the changes requested in the Commission Priorities will also be made to the Plan.

Rogers also informed the Commission that we are having a contest to design the cover for the revised Strategic Plan. Commissioner Parry suggested that more than one entry be selected and the additional entries be interspersed within the text of the Plan. Rogers also said that staff is considering a variety of prizes for the top awardees.

**Discussion:** Commissioner Carozza asked whether “capacity” and “enhancement” are interchangeable terms, referring to Strategic Results Goal level. Mimura responded that they were not the same.

**Commissioner Carozza moved (Medina second) to approve revisions to the FY02-03 Strategic Plan for forwarding to the Board of Supervisors for their review and comment. Motion approved unanimously.**

**13. Discuss and Approve FY02-03 Budget (Gordon/Higginson)**

Director Gordon reviewed the budget prepared by staff and asked for approval. He said that staff has taken the conservative side in budgeting for a decline in revenue because of the decrease in tobacco sales. A \$7 million carryover is projected from the FY01-02 budget. Major differences from the FY01-02 budget include hiring two additional staff members, merged legal and accounting services into a “professional services” category, and designation of funds for each of the three approved funding mechanisms.

**Discussion:** Chairman Waterston stated that he was not opposed to setting aside additional funds for Commission sustainability. Commissioner Medina asked about the salary for the two additional positions; Director Gordon responded that the figures included were an average, and he anticipates one position to be lower than the average used and the other higher than that average. Medina reiterated her support for competitive wages and benefits for Commission staff. Commissioner Lascano asked about the fiscal position being discussed and asked whether this position would be an assistant and if there was any fiscal oversight provided to service providers. Director Gordon stated that, in conjunction with an accounting consultant, staff is developing criteria for random field audits of current service providers. Accountant Lyn Higginson stated that this year’s service provider field audits will be done by a contract consultant in order to get the appropriate processes in place; approximately 10 providers per contract year will be randomly selected for audit.

**Public Comment:** None.

**Commissioner Carozza (Lascano second) moved to approve the FY02-03 budget as presented. Motion approved unanimously.**

**UPDATES / INFORMATIONAL ITEMS**

**14. Community Values of the Fresno Region (Medina)**

Commissioner Medina told the Commission she wanted to bring the “Community Values of the Fresno Region” to the Commission’s attention as an informational item at this time. These values have been adopted by the Local Collaborative Regional Initiative, which is a joint effort of the Futures Institute and the Business Council. It is an Irvine Foundation funded initiative; these values were put together on paper by a group of local individuals last fall and are an outgrowth of a more informal list of values used by local faith based groups and the Business Council for a number of years. She asked Commissioners to keep these values in mind as the Commission acts as stewards of Prop. 10 funds and tries to improve the lives of children in Fresno County.

**Public Comment:** Joy Grado, Marjaree Mason Center, stated that the Marjaree Mason Center Board has adopted these values, as well as the local Non-Profit Council. Dwight Miller, CFCFC Advisory Committee, commented that this might be an area where systems integration could come into play, and agencies seeking funding in the future might be required to endorse these values as a condition of Commission funding.

**15. Quarterly Update on Program Evaluation (Gordon/Nyberg)**

Director Gordon introduced Dr. Ed Nelson, from the Fresno Office of the Applied Research Center, CSU-Bakersfield, who gave a brief overview of the First Quarterly Progress Report for the Six-County Valley Evaluation Collaborative. Dr. Nelson introduced Dr. Laura Hecht, the ARC researcher involved with the baseline data indicators and GIS mapping; Dr. Robert Palacio, researcher located in the Fresno office, who has responsibility for Madera County but will also be working some in Fresno County; and Julie Vlasits, project manager with CS&O. Dr. Nelson reported the following:

- Draft evaluation plans are being distributed to Round 1 service providers;
- Finalization of evaluation plans will include a site visit;
- Similar evaluation plans will be developed for Round 2 grantees later in the fall;
- Baseline trend data have been established for an initial seven indicators, initially for Kern County; data specific to Fresno and the other counties will be developed over the next few months;
- GIS maps to show the distribution of programs within Fresno County have been developed;
- Informed consent procedures and the confidentiality protocol are still being drafted;
- Four providers have volunteered to be the pilot group for confidentiality training June 26-27, along with training on data input (CDOM).

Julie Vlasits, CS&O, briefly outlined the Internet-based data collection and management program (OCERS) that she oversees for CS&O. Information for all Round 1 providers are loaded into the administrative module (AMM) and training for Round 1 providers on the client-data collection module (CDOM) will begin with a pilot group in late June.

**Discussion:** Commissioner Carozza asked whether there has been any discussion at the state level of tracking clients beyond their 5<sup>th</sup> birthday to see whether there is an change that can be documented as a benefit of services received in their 0-5 years. Director Gordon responded that there were discussions going on at the state level for evaluation of the school readiness initiative. Nelson and Vlasits stated that the data collection/ management system (OCERS) has the capability of tracking beyond 5 years of age.

16. **Public Comment:** Chair Waterston read a written question from the public presented to the board, "How can you change the time of the meeting to better serve the providers?" Waterston responded that the Commission would have to evaluate what the providers need. He also reminded the public that they can suggested changing the timing of the agenda so that items of particular interest to them can be heard at a time convenient to them; they only need alert Commission staff to request changes in the agenda timing at the beginning of the meeting. Commissioner Medina questioned whether the question was about holding meetings at a later time of the day.

Rogers also reminded the public that if they are unable to attend any meeting they can make written comments to the Commission on any agenda item and those comments will be read into the public record.

Grado asked whether the Commission might be able to extend themselves to a later or evening meeting periodically, particularly when child care or similar issues were the primary topic. This would make it more convenient for family and center-based care providers to attend a meeting. Rogers stated that it might be appropriate to have an evening meeting when the awards for the child care mini-grants are approved.

17. **Adjournment:** *Commissioner Carozza (Medina second) moved to adjourn the meeting at 4:50 p.m.*